

# **TENDER PAPER**

OF

## **Security Services & Manpower Service**

For

**Regional SARAS-2019**

At

**DHENKANAL**

**(From 14<sup>th</sup> to 23<sup>rd</sup> Oct-2019)**

Organized by

**ORMAS, Dhenkanal**

Office of DRDA, Dhenkanal, Mahinsapat  
Odisha, Pin-759001

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL IN REGIONAL SARAS MELA 2019 DHENKANAL**

- A) TENDER PROCESSING COST : **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal.

**To be filled in by the bidder.**

**Paper Cost Demand Daft / Pay Order No. .... Dated ...../...../ 2019**  
(DD/PO to be attached with the Tender Paper)

- B) AVAILABILITY OF TENDER PAPER: [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

- C) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees Five Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal.

**To be filled in by the bidder.**

**EMD Demand Daft / Pay Order No. .... Dated ...../...../ 2019**  
(DD/PO to be attached with the Tender Paper)

- D) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

Bidder Name and Address:

M/s .....

.....

Signature of the bidder

- E) LAST DATE & TIME FOR RECEIPT OF TENDER : **24/09/2019 latest by 5.00 PM.**

- F) DATE & TIME OF OPENING OF TENDERS : **25/09/2019 at 11.30 AM at DRDA, Dhenkanal.**

**G) ADDRESS FOR SUBMISSION OF TENDER PAPER**

**Tender Box of ORMAS, Dhenkanal  
O/O District Rural Development Agency (DRDA), Dhenkanal,  
Mahinsapat, Odisha, Pin-759001**

**Exhibition Period:**

Regional SARAS Mela-2019 at Mahinsapat Ground, Dhenkanal 14<sup>th</sup> to 23<sup>rd</sup> October 2019 during Laxmi Puja.

**Accepted by the Bidder (Signature of bidder)**

### **Quality requirements for Security Personnel**

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward
5. Knowledge of fire extinguisher operation
6. Able to ride motor bike
7. Minimum Qualification: Matriculation, +2 will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

### **Tentative Requirement of Security Personnel in Mela per day**

Security Guard with Lathi	-	60
Supervisor	-	5

Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis & any other place as per assign by the authority. The service will be for 24 X 7 hours.

### **Requirement for Secretarial Manpower**

Candidates will be required for proper office management of Pallishree Mela during the mela period. The activities like Data Entry, Mela participant's Grievance Redressal, stall wise Daily Sales collection etc. will be undertaken by these candidates. The candidates will be engaged for 2 shift in a day & one shift will be for 8 hours. Minimum requirement will be 2 to 4 nos per day. Candidate on this category should be smart, trained and should have requisite skill in the following aspects:

1. Sincere, well behaved & disciplined
2. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
3. Should have computer knowledge & proficiency in MS word & MS Excel
4. Minimum Qualification: +2 or above

### **Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed
3. ORMAS, Dhenkanal will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.

6. Arrangement of lodging, boarding & logistics of the guards at exhibition during the exhibition period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance.
8. The tenderers are required to deposit an earnest money deposit of **Rs. 5,000/-** (Rupees Five Thousand) only & tender processing cost of **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order from any nationalized Bank in favour of DSMS, Dhenkanal payable at Dhenkanal. The E.M.D. amount of the successful bidder will be kept till the completion of the event. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
10. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
11. Sanctions of any advance will not be allowed. The payment will be made on completion of the event and submission of proper bills.
12. The gross approved price would be including GST. The GST-TDS as per law will be deducted from the bill amount and deposited with the concerned authority.
13. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
14. Payment will be made on completion of the event and satisfactory performance of the vender.
15. The tenderer should not be black listed by any organization/ department/ office.
16. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened.
17. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.

**Annexure - I**

**While submitting the tender, the tenderers should submit the followings:**

- a) Copy of work orders/ experience certificate for similar nature of works for last 2 years with list of organizations.
- b) Copy of the Registration Certificate
- c) Copy of the GST Registration No
- d) Up to date EPF & ESI deposit of the employees.
- e) **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal.
- f) **Rs. 500/-** (Rupees Five Hundred) in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal.
- g) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
- h) Copy of the Pasara license.
- i) Copy of the PAN card of the organization.
- j) Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 0.50 Lakhs.
- k) Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- l) Self-declaration in letter head to the effect that the tenderer is not related with any staff of this office/ organization in any way.

**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Dhenkanal. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

**Signature of the Tenderer with seal**

Place:  
Date

*Accepted by the Bidder (Signature of bidder)*

**Quotation for providing Security Personnel in Regional SARAS Mela Dhenkanal 2019**

**(Last date for submission of tender form is 24/09/2019, 5.00 PM)**

To

**The Project Director  
DRDA , Dhenkanal**

Sir,

I / We do hereby submit item wise quotation below for Deployment of Security Personnel & Secretarial Manpower in Pallishree Mela to be organized by ORMAS, Dhenkanal from 14/10/2019 to 23/10/2019:

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>
1	Guard with Lathi	1	
2	Supervisor	1	
3	Secretarial Manpower	1	
<b>G. Total</b>			

(Quoted Rates should be inclusive of all taxes & duties)

**Signature with seal of the Tenderer**

*Accepted by the Bidder (Signature of bidder)*